

GVR Clay Studio of Green Valley

Annual Membership Meeting

November 15, 2019

10:00 a.m. Anza Room

The meeting was called to order by President Julie Jacques at 10:08 am in the Anza Room. Julie welcomed the members and expressed her appreciation for the 42 in attendance.

Sue Peetoom, Secretary, called roll. Board Members present: Julie Jacques, President; Sue Peetoom, Secretary; John Carney, Director; Cyndee Remington, Director; Dan Swartz, Director; Doug Davis, Director.

Absent: Marcia Campbell, Vice President; Bud Montgomery, Treasurer; Jack Ernest, Parliamentarian/Past President; Russ Nichols, Director.

The Agenda was accepted as written.

Julie Jacques gave a brief summary of the duties of the officers on the Board. Marcia Campbell is the Vice President, and she coordinates with GVR for all room reservations and assignments for any meetings and Desert Hills for our show in February each year. Bud Montgomery is the Treasurer, keeping a watchful eye on our accounts and works closely with the Finance Committee. Currently we have assets of \$92,443. Sue Peetoom is the Secretary, having served for four years. She is responsible for writing up the minutes each month, which are published on our website as a draft until the following month when they are either approved or corrected. The Directors, Cyndee Remington, John Carney, Dan Swartz, Doug Davis, and Russ Nichols, are liaisons between the Board and the various standing committees. We have 15 standing committees, which handle their activities and actions themselves and report to the Board at the monthly Board meetings.

Julie stated that the Sign Up Genius program has been implemented, making the monitor sign-up procedure more streamlined and easier to administer for Diane Wilcutt, monitor Chair.

Julie also stated that the implementation of the Service Policy in 2019 had a very busy start, but seems to be working well now, with only one or two periods that were not covered during the summer season. She thanked everyone for their efforts.

Julie reported on the Ad Hoc Committee actions and decisions for the tables in the sculpture room; it is to improve the usage of that room due to the increase in number of

members using the Studio. After discussion, the Board approved six tables to be constructed by Dan Swartz and Tom Healy, to be similar in appearance, for use in the sculpture room to allow for individuals to use for handbuilding and for handbuilding classes and/or workshops also to be conducted as needed.

#### Standing Committee Reports:

**Education:** Julie stated that Sue Helle is the Chairperson for this committee; as Sue Helle is out of town, Susan Anderson is presenting the report. There are 17 members who meet the first Tuesday of each month January through May.. Arrangements are made for field trips, workshops, visiting artists, approval of new instructors and classes, and maintenance of the calendar for all classes and locations for each class. Currently there are 22 classes or various types, as well as 2 wheel classes scheduled for this winter season.

**Maintenance/Facilities and Security:** Julie introduced Jay Groothousen, Chairperson, saying that he is “our go-to guy”. Jay and his committee oversee improvements and deal with issues of equipment repair and/or replacement. Jay also coordinates with GVR facilities regarding repairs and replacements under their purview. Jay and Katy were instrumental in getting the HEPA system approved and paid for by GVR.

Jay listed the members of his committee and thanked them for their assistance and hard work in 2019. He reported that the HEPA system is completed and working. There may be an additional unit installed over the slab roller in the main room; GVR is currently monitoring the system in the main room. Jay also stated he is working with GVR to get the ducts cleaned. After a short discussion, Jay agreed to check with GVR regarding the schedule for outside lights in the parking lots since the solar panels were installed, as it is dark when the 3<sup>rd</sup> shift leaves at 7 pm.

**Finance Committee:** Julie Jacques reported Marilynn Serra and Kathy Kramer are our Money Counters. Each week they work together to count and record our daily income, then one of them makes the deposit for the Studio. Julie thanked them for their constant efforts.

Julie then introduced Katy Casey, Chairperson of the Finance Committee. Katy does a wonderful job; she has been our Treasurer and Bookkeeper in the past, so has an excellent knowledge of how things should be done. Each year the Finance Committee develops the Budget and sends it to the Board for approval.

Katy presented the 2020 proposal. The Board of Directors approved the proposed 2020 Budget at the Board of Directors meeting just prior to this membership meeting. Discussion held. The firing fees reduction in 2019 had no impact. Assets will be used for

kiln purchases, and re-purposing of the Fiesta Room once the expansion is approved by GVR.

**Glaze Committee:** Julie Jacques introduced John Carney as Chairperson of the Glaze Committee, saying the committee does an unbelievable job of keeping our color palette interesting and fresh. John listed the committee members and thanked them for their hard work. Duties include proposing and testing new glazes, upkeep of the glaze board, maintaining the glazes and their containers, discussion and removal of problem glazes. The removal of several problem glazes and tightening the use of extreme runners has drastically reduced kiln shelf damage in 2019. John discussed the continuing problem of adding water to glazes and velvets. All have their own viscosity. Go to members of the glaze committee [listed on the board next to the sink] with any questions, do not attempt to adjust on your own. You can always use a 2 oz. container and add water if you feel it is necessary, but do not return that glaze to the container. Regarding the velvets, always use a clean brush when using velvets. If you use a contaminated brush in your 2 oz. container, then return the velvet to the container, this can contaminate the velvet. Velvets are very expensive. Please use and maintain accordingly. Short discussion on cleaning and oxides.

**Membership:** Julie Jacques stated Kathleen Richter continues recording dues and memberships into the computer and keeping those current and up to date. Kathleen has asked that the membership forms be filled out completely, especially signatures on the second page and membership numbers, to prevent having to call members for that information and asking them to come in to sign their forms. Memberships cannot be accepted/entered without those two pieces of information. Kathleen only needs the bottom of the second page. The balance is for you to keep for your information. Currently there are 393 members. Short discussion on possible online membership sign-up and payments.

**Monitors:** Julie Jacques stated that Diane Willcutt, Chairperson, would not be present. Diane wanted to thank everyone for working with the new calendar /Sign Up Genius, which is working well. Most people can easily access it if they have an email address. Some members had had to give her corrected emails, but once that is done, it has worked well. If a member does not have an email, they can call Diane and she will add them to the calendar. The program is email driven.

Diane also indicated that there is a need for qualified members to train new monitors. If anyone feels qualified or has a recommendation of a good teacher, let her know. Diane thanked everyone who has stepped up to learn and perform this very needed job.

**Supplies:** Julie indicated Sue Peetoom is in charge of ordering all our clay, tools, glazes, office supplies, and anything we need in the Studio. Sue Peetoom thanked those who

are assisting her in her purchasing duties by doing inventory frequently and reporting back to her so items can be purchased in a timely manner – Marilynn Serra, Val Diamond, Coralee Hagopian, and Ann Hirz. Marjons is being very responsive to orders, and other items are purchased online as needed. Sue asked that the clipboard above the printer be used to list anything that you might feel is low or out of stock.

Social: Deborah Husley-Breining and Sandy Lewis co-chair this committee. The Holiday party is being planned for December 6, 2019 in the Anza Room at 11:30 a.m. with gift exchange. Everyone is asked to sign up for whatever dishes they plan to bring. Further activities will be announced at later dates. Julie thanked them for a wonderful party in 2018, and mentioned they do the refreshments for the yearly Open House.

Newsletter: Julie stated Ruth Clayton is in charge of the newsletter. She does an excellent job of getting the newsletter out each month. Be sure to read it to keep current on new glazes, procedures, field trips, and changes in policies. If you don't have email, printed copies are on the main room table in a binder for you to read.

IT: Jon Otto was not present; Julie reported that he has created a program to track who is using the studio for our service requirements. He also assisted Diane with the installation and implementation of the Sign Up Genius. Jon also monitors our website, and when the site was hacked he came to the rescue. Jon and his IT committee keep our computers running, and he doesn't even do clay!

Kilns: Jay Groothousen and Katie Casey are the co-chairs. Jay reported that there were problems this summer with the kilns due to the high temperatures in the kiln room. The temps in the room while the kilns are running can vary from 130 to 300 degrees, causing breakers to cause disconnects and firings interrupted. Discussion held. Susan Anderson reported that Raku is going well, and is currently scheduled each month.

Bylaws and Policies: Katy Casey chairs this committee. Each standing committee has policies and procedures. Many of these have been updated by Katy, and she continues to work on the others.

Service: Virginia Friend is the chair, assisted by Paula Worthley. Julie reported that Virginia has jumped right into this job and has been instrumental in making it successful, reducing the number of those not serving to a very small percentage. Virginia and Paula are keeping up on this and notifying those who are not doing their service hours. Virginia reported that there are 180 monitor shifts to be covered each month. There are 117 cubbies. There is a waiting list. If a person does not use the studio in a 60-day period, their items are removed from the cubby, and the next person on the waiting list is notified they have the use of that cubby. This is also monitored by the Service committee.

Expansion: Julie reported the members are Susan Anderson, Jay Groothousen, Marcia Campbell, and John Carney. Susan Post was thanked for her hard work in providing up-to-date architectural floor plans. Susan Anderson reported that the GVR P&E Committee has approved the Clay Studio expansion as a Line Item for 2020 in the amount of \$75,000. GVR's main finance committee will be voting on the 2020 budget in December. John Carney thanked the Expansion committee, especially Susan A. and Jay, for their hard work in attending the meetings, revising proposals, and keeping the Studio expansion request in front of GVR.

Member Comments: None.

Unfinished Business:

The terms of Bud Montgomery, Cyndee Remington, and Russ Nichols are ending December 31, 2019. Julie thanked them for their service.

Bud Montgomery, Paul Wolford, and Susan Anderson have agreed to serve for the next term.

Julie requested any nominations from the floor. None were received.

Paul Wolford, Bud Montgomery, and Susan Anderson were elected by acclamation, and their terms will begin January 1, 2020.

Julie Jacques declared the meeting adjourned at 11:17 am.